



20

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

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MEMORANDUM

DATE: 03/17/16
TO: HON. MARK D. BOUGHTON VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DW*
RE: RESOLUTION- LOCIP APPLICATION

The City of Danbury is eligible to make application to the State of Connecticut Office of Policy and Management through the Local Capital Improvement Program to fund various projects.

The City desires to make application to the State at this time for the following:

FD Engine 26 gutter replacements and roof repairs **\$37,000**

This project is necessary due to damage from previous winter weather.

A resolution is attached for this project. As other projects are evaluated and ready to be commenced, resolutions will be submitted at future City Council meetings to request the use of unobligated LoCIP funds from the City's entitlement balance.

The City Council is respectfully requested to consider this at its next meeting.

DST/sk

Cc: Chief Wiedl



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2016

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the City of Danbury is eligible to apply to the State of Connecticut, Office of Policy and Management for funding through the Local Capital Improvement Program (LoCIP) per Section 7-536(a)(4) of the State of Connecticut General Statutes; and

WHEREAS, the City of Danbury desires to submit an application in the amount of \$37,000 for gutter replacement and roof repairs at the Fire Department's Engine 26 station on Kenosia Avenue; and

WHEREAS, the City will maintain detailed accounting records of said project and make them available to the State of Connecticut OPM upon request.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, Mayor, is authorized to apply for and accept funding through the State of Connecticut LoCIP program, and to execute any contracts and agreements to effectuate the purposes thereof.

2016 LoCIP GUIDELINES

INTRODUCTION

This manual has been prepared to assist municipalities in applying for state aid entitlements under the Local Capital Improvement Program (LoCIP).

LoCIP provides financial assistance to municipalities for eligible projects funded with State general obligation bonds. Annual entitlements are announced each March, and municipalities must apply to the Office of Policy and Management (OPM) for funding authorization for eligible projects on the Authorization/Expenditure form included in this package. Once a municipality expends funds for an authorized LoCIP project, it may apply for reimbursement on the same form. The funding authorization cannot exceed the municipality's available balance of LoCIP funds. Due to forthcoming changes to LoCIP, please pay particular attention to items 3, 15 and 16 below.

If you have questions on the LoCIP program or procedures, please do not hesitate to call **Sandra Huber**, LoCIP Coordinator, at (860) 418-6293 or via e-mail at: sandra.huber@ct.gov.

QUESTIONS AND ANSWERS RELATING TO THE LoCIP PROGRAM

1. What project categories are eligible for LoCIP reimbursement?

Eligible LoCIP projects are defined in the following major categories:

- A. ROAD construction, renovation, repair, or resurfacing,
- B. SIDEWALK and pavement improvements,
- C. SEWER facilities/lines construction, renovation, enlargement, or repair,
- D. PUBLIC BUILDINGS, other than schools, construction, renovation, code compliance, energy conservation and fire safety,
- E. DAMS/BRIDGES/FLOOD CONTROL construction, renovation, enlargement, or repair,
- F. WATER TREATMENT OR FILTRATION facilities/mains construction, renovation, enlargement, or repair,
- G. SOLID WASTE facilities construction, renovation, or enlargement,
- H. PUBLIC PARKS improvements,
- I. CAPITAL IMPROVEMENT PLANS,
- J. EMERGENCY COMMUNICATIONS systems improvements and BUILDING SECURITY SYSTEMS, INCLUDING FOR SCHOOLS,
- K. PUBLIC HOUSING renovation and improvements,
- L. VETERANS MEMORIALS,
- M. THERMAL IMAGING SYSTEMS,
- N. BULKY WASTE/LANDFILL PROJECTS,
- O. CONSERVATION & DEVELOPMENT PLANS,
- P. AUTO EXTERNAL DEFIBRILLATORS,

2016 LoCIP GUIDELINES

20-3

- Q. FLOODPLAIN MANAGEMENT AND HAZARD MITIGATION ACTIVITIES,
- R. ON-BOARD OIL REFINING SYSTEMS,
- S. THE PLANNING OF A MUNICIPAL BROADBAND NETWORK,
- T. BIKEWAY AND GREENWAY establishment,
- U. LAND ACQUISITION: incl. for open space and costs to make land available for public use,
- V. TECHNOLOGY relating to SDE' Common Core State Standard, and
- W. TECHNOLOGY UPGRADES including expansion of public access to government information via e- portals/kiosks, and

A LoCIP project may include repairs incidental to reconstruction and renovation, but does not include ordinary repairs and maintenance of a routine, ongoing nature.

2. What kind of expenditures are not eligible for LoCIP reimbursement?

Expenditures for the following are NOT eligible for LoCIP reimbursement: motor vehicles, furniture, fixtures, equipment, supplies such as light bulbs, filters, etc., tools machinery and equipment that is not permanently installed, and studies.

3. When can applications be submitted?

The Office of Policy and Management (OPM) is accepting applications for the entitlement years 1988-89 through 2016-17. Applications for the 2016-17 certified entitlement will be accepted on or after March 1, 2016 but before October 1, 2016. Authorization and reimbursement requests must be submitted on the prescribed form and should be addressed to:

State of Connecticut

Office of Policy and Management

Intergovernmental Policy Division

450 Capitol Ave., MS#540RG

Hartford, CT 06106-1379

Attention: LoCIP Program

4. How are distributions to each municipality calculated?

Distribution of these funds is apportioned to the towns by the statutory formula of 30% road miles, 25% population density, 25% AENGLC (Adjusted Equalized Net Grand List Per Capita) and 20% population, with unconsolidated cities and boroughs receiving a percentage of their associated municipality's allocation based on the total taxes levied. *Although municipalities are encouraged to utilize their LoCIP entitlement annually, these entitlements may be accumulated from year to year.*

5. What is a Capital Improvement Plan (CIP)?

A CIP is a multiyear plan prepared to show the general description, need, and estimated cost of each individual capital improvement, and the proposed funding source for each individual capital improvement in the first year of the plan. The CIP should be adopted by the applicant's legislative body having final annual budget approval (City Council, Board of Alderman or Town Meeting) and should be updated annually.

6. Must projects be included in a CIP in order to be approved?

Yes, with the exception delineated below, the municipality must certify that it has adopted a capital improvement plan and that the project is consistent with such plan. If, however, a particular project is not included in the local CIP because of a substantial change of circumstances, a note explaining such circumstances must be included in the project description section of the Authorization/Expenditure form.

7. Is any project listed in the CIP eligible for LoCIP reimbursement?

No. Only projects that fall under the categories listed under question #1 of the Guidelines are eligible for LoCIP reimbursement.